

## CHANGE REQUEST COVER SHEET

**Change Request Number:** 14-15

**Date Received:** 12/16/2013

**Title:** eDocS Policy

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**Name:** Eugene Scott

**Phone:** 202-493-4639

**Policy OR Guidance:** Policy

**Section/Text Location Affected:** 3.1.9

**Summary of Change:** (1) Specifies that contract actions on or after October 1, 2013 need to be created and maintained in eDocS. (2) Purchase card and other transactions that are required to be executed in paper format are excluded from the requirement to be created and maintained in eDocS.

**Reason for Change:** To clarify that FY2014 contracts must be created and maintained in eDocs, except for purchase card and certain other transactions that are required to be created and/or maintained in another format.

**Development, Review, and/or Concurrence:** Acquisition Policy AAP-100, AAQ-1 and Division Managers, Aeronautical Center contracting, and AGC.

**Target Audience:** Contracting Officers and Contract Specialists.

**Potential Links within FAST for the Change:** none

**Briefing Planned:** No

**ASAG Responsibilities:** Approve

**Potential Links within FAST for the Change:** none

**Links for New/Modified Forms (or) Documents (LINK 1)** [null](#)

**Links for New/Modified Forms (or) Documents (LINK 2)** [null](#)

**Links for New/Modified Forms (or) Documents (LINK 3)** [null](#)

## SECTIONS EDITED:

Acquisition Management Policy:

**Section 3.1.9 : Electronic Commerce in Contracting** [[Old Content](#)][[New Content](#)] [[RedLine Content](#)]

## SECTIONS EDITED:

### **Section 3.1.9 : Electronic Commerce in Contracting**

**Old Content:** Acquisition Management Policy:

#### **Section 3.1.9 : Electronic Commerce in Contracting**

The FAA may use electronic commerce, including electronic signatures, to conduct and administer procurement actions. The Electronic Signatures in Global and National Commerce Act (E-SIGN) provides equivalency between legally-required written records and the same information in electronic form.

Unless waived by the Chief of the Contracting Office, the FAA's official contract file must be in electronic format, and stored and maintained in "Electronic Document Storage (eDocS)," the single repository for paperless contract files. Purchase card transactions are excluded from this requirement.

**New Content:** Acquisition Management Policy:

#### **Section 3.1.9 : Electronic Commerce in Contracting**

The FAA may use electronic commerce, including electronic signatures, to conduct and administer procurement actions. The Electronic Signatures in Global and National Commerce Act (E-SIGN) provides equivalency between legally-required written records and the same information in electronic form.

Unless waived by the Chief of the Contracting Office, the FAA's official contract file for contract actions on or after October 1, 2013 must be created in electronic format, and stored and maintained in the "Electronic Document Storage (eDocS) system," the single repository for paperless contract files. Purchase card transactions, awards made by Real Estate Contracting Officers, awards made by personnel with Delegations of Procurement Authority and files that are required to be created or maintained in paper format such as documents associated with certain real estate transactions and documents requiring a raised seal signifying authenticity are excluded from this requirement.

**Red Line Content:** Acquisition Management Policy:

#### **Section 3.1.9 : Electronic Commerce in Contracting**

The FAA may use electronic commerce, including electronic signatures, to conduct and administer procurement actions. The Electronic Signatures in Global and National Commerce

Act (E-SIGN) provides equivalency between legally-required written records and the same information in electronic form.

Unless waived by the Chief of the Contracting Office, the FAA's official contract file for contract actions on or after October 1, 2013 must be created in electronic format, and stored and maintained in the "Electronic Document Storage (eDocS) system," the single repository for paperless contract files. Purchase card transactions, awards made by Real Estate Contracting Officers, awards made by personnel with Delegations of Procurement Authority and files that are required to be created or maintained in paper format such as documents associated with certain real estate transactions and documents requiring a raised seal signifying authenticity are excluded from this requirement.

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